

State of Kansas, Agency
Informal Request for Leased Office Space
In Anytown, Kansas

October 1, 2009

1.0 Requested Lease Terms and Conditions

The following provides an overview of the lease terms and conditions being sought by State of Kansas, Agency. Additional lease terms and conditions will be provided for in the written Lease Agreement between the parties. The base lease document is the State's standard lease form (DA-46) which may be found at: <http://da.ks.gov/fm/dfm/services/leasing.htm>.

- Initial lease term desired: three (3) year lease
- Renewal option: two (2) renewable 1 year options
- Estimated space requirement: Approx. 2,160 square feet of useable space
- Number of staff to accommodate in leased space: 9
- Number of parking stalls required: 10 with overnight capabilities
- Entire leased space on one floor

The Office of the State of Kansas, Agency preference is for a Full Service lease for an initial term of three (3) years with two (2) one-year renewal options. **The desired occupancy is approximately July 1, 2010.**

1.1 Proposals Submission Process:

The deadline for submission of proposals is 2:00 p.m. local time on December 31, 2009

Written proposals should include a completed cost proposal sheet which is available at: <http://da.ks.gov/fm/dfm/services/InformalBidSolicitationsforLeasedSpace.htm>.

The State prefers proposals to be submitted electronically via email to Agency or Leasing personnel. Paper proposals will also be accepted and may be faxed, mailed or hand delivered by the deadline to the address below. If submitting paper proposals, please submit one (1) original and three (3) copies. **Late proposals, whether electronic or paper, will not be considered.**

Office of the State of Kansas, Agency
c/o name
123 Main St
Anytown, Ks 66603

Please direct questions regarding this proposal to same name as above, 785-296-0000, or Any.one@email.ks.gov

Existing Space – prospective bidders may arrange for a tour of the current State of Kansas, Agency space by contacting same name as above, 123 Main St. Anytown, Kansas 66669.

1.2 Space Requirements:

- **Location** – The office location is to be in Erie, Ks.
- **Parking** – 6 parking spaces are required, all within one half block of the office space with overnight capabilities. The cost for these parking stalls is to be included in the cost of the lease.

- **Rest Rooms** – Furnish and maintain as part of the lease, in close proximity to leased space and ADA Compliant.
- **ADA Compliance** – See <http://www.da.ks.gov/ps/dapers/working%20folder/ada.htm>

1.3 Space Preferences:

- **File Area** – 100 sq ft area where flooring is able to support heavy fireproof file cabinets.
- **Work Space Areas** – To accommodate four (4) cubicles or large open desk areas close to other office areas and one printer, copy machine, server, electrical connections for fax machine and private office 140 sq ft. (approximately).
- **Break Area** – Running water with sink, disposal and small kitchen cabinets, with counter top sufficient for location of microwave. In addition, water line hook up and space for a small refrigerator with an ice maker in close proximity to leased space.